



# Installation Handbook

[GetAlarmedKS.org](http://GetAlarmedKS.org)

Revised 11/1/18

## FROM THE STATE FIRE MARSHAL

First of all, thank you, for caring enough about the safety of your local citizens that you not only stand at-the-ready to respond when the bell sounds, but you are proactively engaging in ensuring that families are protected with working smoke alarms before tragedy strikes.



The goal of **Get Alarmed Kansas** is to provide installed smoke alarms FREE to any Kansas homeowner who needs one. It is our mission for EVERY Kansan to be protected by working smoke alarms.

This handbook should provide you with much of the information you need to be successful as you partner with us in achieving this mission. If you have any questions, please feel free to contact our office.

Thank you, again, for being a strategic partner in our campaign to protect all Kansans from tragic and unnecessary fire deaths.

Sincerely,

A handwritten signature in black ink, which appears to read "Doug Jorgensen". The signature is fluid and cursive, with a long horizontal line extending from the end.

Doug Jorgensen

Working smoke alarms save lives, cutting the risk of dying in a home fire in half. Smoke alarms should be installed and maintained in every home.

As a result, the Office of the State Fire Marshal (OSFM) implemented a **FREE**, statewide, **residential** smoke alarm installation program in 2014. Our **goal** is to partner with local fire departments and other organizations to provide *free* smoke alarms and their installations to *Kansas homeowners* in addition to fire safety education. Regardless of income, race, or demographics we will work together to cover as much of the state as possible.

Please know that we will do our best to supply you with the alarms you need. It is our desire to cover as much of the state as we can with what we have available. We hope to **target** areas with residences that consist of *children* and the *elderly* since these are two categories most affected by fire related deaths. All fire departments are encouraged to participate. **Thank you** for all your hard work and dedication when it comes to protecting the lives of Kansans.

## Get Alarmed KS Smoke Alarms

### Combo Smoke Alarm



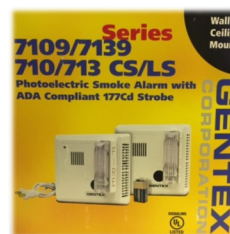
Ten-year, sealed, lithium-powered, photoelectric smoke and carbon monoxide combo alarms. These are only for residential structures that are not rented. Kansas homeowners can request these through their local fire department, who requests them from OSFM by using the order form at [GetAlarmedKS.org](http://GetAlarmedKS.org).

### Bedside Shaker



For Kansans who are deaf or hard of hearing we have the Bedside Fire Alarm and Clock by Lifetone. This device responds to a working smoke alarm. It combines four methods to wake you: audible alerting, audible announcing, tactile alerting, and visual notification. To request this, the resident completes the DHH Order Form. The form is found at [GetAlarmedKS.org](http://GetAlarmedKS.org).

### Strobe



For Kansans who are deaf or hard of hearing, we have a strobe smoke alarm by Gentex, for during your awake hours. The resident requesting this will need to complete the DHH Order Form, found at [GetAlarmedKS.org](http://GetAlarmedKS.org). This requires a specific form with a certifying professional's signature.

## RESTRICTIONS AND GUIDELINES



- OSFM and its partners in the program **cannot give away smoke alarms or hand them out.**
- Arrangements must be made to **INSTALL** the smoke alarm (s) in homes. A resident cannot simply pick up the smoke alarm(s) to install on their own. Each participating department/organization must schedule a date and time to physically go to the residence to install the alarm(s).
- Kansans are eligible to receive a smoke alarm at no cost; however, they must either have **NO** alarm(s) present, **NO** working alarm(s) or have a manufacturer date on the smoke alarm(s) that is **10** years old or more.
- We are **NOT** able to replace a smoke alarm for one that is already in working order.
- OSFM or participating fire departments/organizations will **NOT** supply the owners of rental properties with our smoke alarms. "Under the Kansas Statute, The Smoke Detector Act, 31-162 the owner of a structure shall supply and install all required smoke detectors." Our smoke alarms are not for homeowners to provide to their renters.
- There is an **EXCEPTION** made for residents who are deaf or hard of hearing. The bedside shaker and strobe devices are available for these residents, whether they own or rent their home.
- Participating fire departments/organizations will **sign an agreement** to:
  - 1) Install the smoke alarms and not hand them out
  - 2) Educate the resident on smoke alarm maintenance and fire escape planning
  - 3) Submit the Installation Form to the OSFM within two weeks of installation
  - 4) Install smoke alarms to homeowners only and not to landlords or businesses

## WHO CAN INSTALL THE SMOKE ALARMS?



Each department/organization may choose who they train to install the alarms. Installers do not have to be firefighters or electricians. They can be members of your local organizations, churches, clubs or public safety figures. The installers must complete the Installation Form required and represent the state and local organization in a professional manner. Installers will be responsible for providing fire safety education to residents. They must be able to communicate effectively, as well as complete the Installation Form in its entirety.

Installers must also be able to stand on a ladder, work a screwdriver, identify the correct smoke alarm placement and be able to explain to the resident how the smoke alarms work. They must agree to discuss fire safety with the resident including home fire drill planning, especially if children and elderly live in the home, as these are high-risk groups in any community.

### ***Fire Safety Education for Residents Include:***

- ♦ *How the smoke alarm works*
- ♦ *How to test and maintain smoke alarms*
- ♦ *What to do if the smoke alarm sounds*
- ♦ *Identify two ways out of every room*
- ♦ *Have a home fire escape plan and practice it*

### ***Looking for Partners? Consider Contacting:***

- ♦ *Schools*
- ♦ *Churches*
- ♦ *Service Clubs*
- ♦ *Health Departments*
- ♦ *Civic Organizations*



### Tools Needed to Install Smoke Alarms

- ◆ Step ladder
- ◆ Pencil
- ◆ Hammer
- ◆ Phillips-head screwdriver
- ◆ Drill with 3/16" or 5mm drill bit
- ◆ Required paperwork:
  - ◇ Clipboard
  - ◇ Pen
  - ◇ Installation Form, with required liability waiver, found at



### Easy Steps

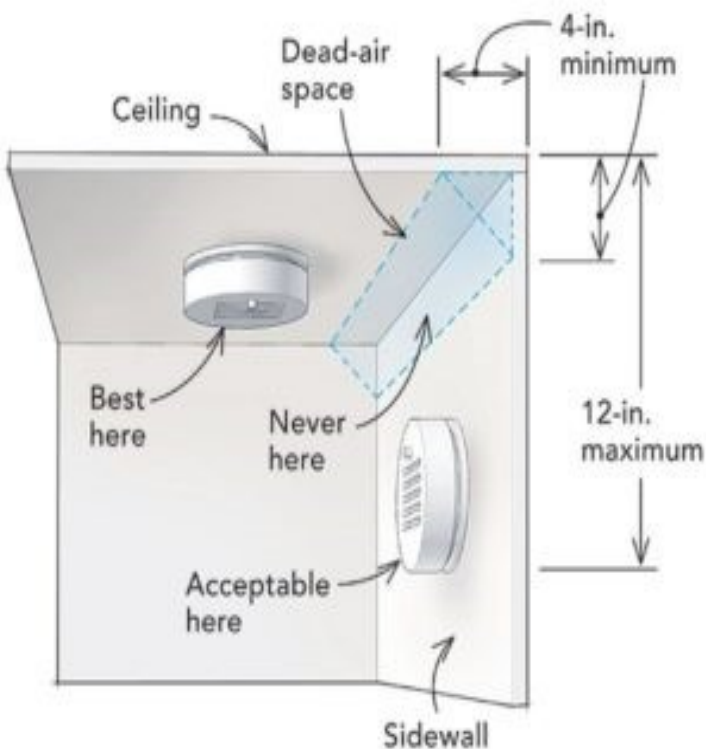
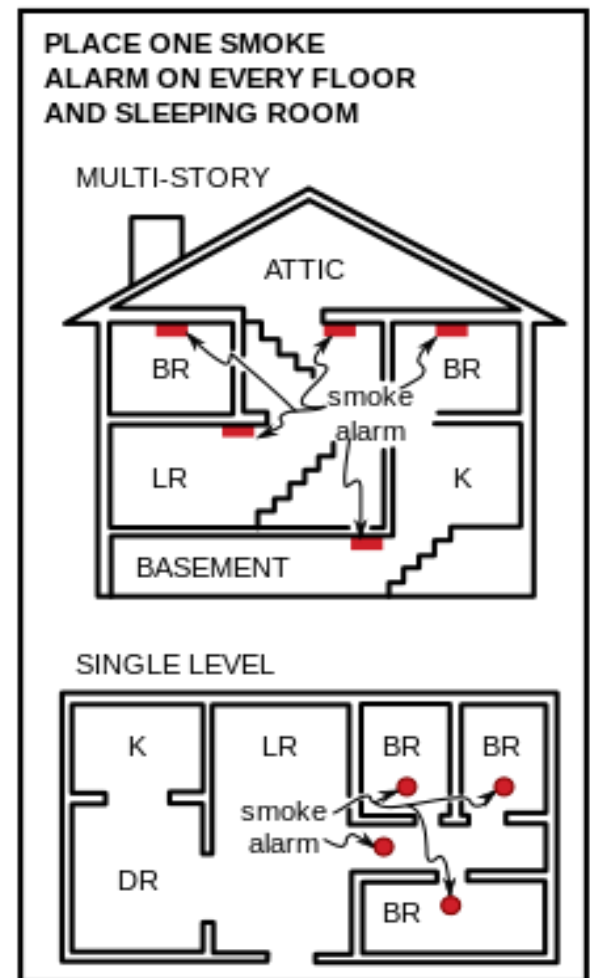
- 1) Schedule
- 2) Install
- 3) Educate
- 4) Record & Submit

## INSTALLATION DETAILS

1) Contact the resident and **schedule** a time to install the smoke alarms.

2) **Installation** and placement of smoke alarms:

- ♦ Smoke alarms should be installed on *every* level of the home, and *inside* and *outside* of all sleeping rooms. **See diagram.**
- ♦ Install alarms *away from* windows, doors, vents, ceiling fans, or bathrooms where drafts might interfere with their operation.
- ♦ Smoke alarms installed in the basement should be installed on the ceiling at the bottom of the stairs leading to the next level.



- ♦ Alarms should be installed at least **10 feet** from a cooking appliance to minimize nuisance alarms.
- ♦ Mount smoke alarms on ceilings or high on walls. **See diagram.**
- ♦ Follow manual's directions for installation.
- ♦ Clean up any mess.

# EDUCATE THE RESIDENT



## 3) Educate:

- ◆ Show the resident how to test the smoke alarm monthly and how to silence it with the same button. Make sure everyone in the home understands the sound the smoke alarm makes and knows how to respond.
  - ◆ **3 beeps = smoke alarm**
  - ◆ **4 beeps = carbon monoxide alarm**
- ◆ Discuss smoke alarm maintenance found in the manufacturer's manual and recommend keeping them for future reference.
- ◆ Provide resident with fire safety brochure and encourage creating and practicing a home fire drill plan.
- ◆ Bring a smartphone or tablet for showing educational videos:
  - ◇ [strategicfire.org/apps](https://strategicfire.org/apps)
    - ◆ You can download the Home Safety Visit app and show smoke alarm videos in English, Spanish, American Sign Language and other languages.
- ◆ Verify local fire department information.
- ◆ Leave your contact information with the resident in case of questions.

If you test a smoke alarm and it is **DEFECTIVE**...

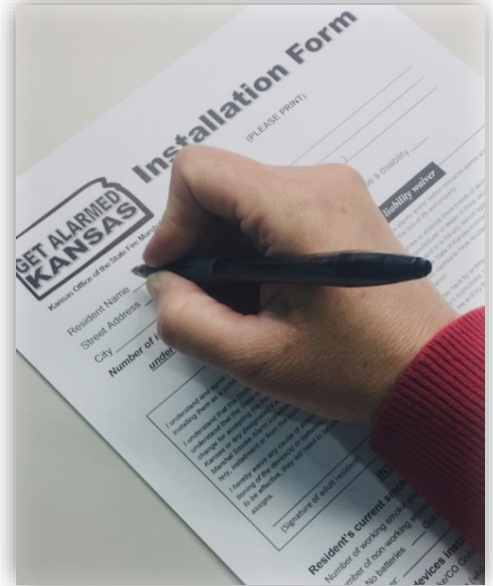
1. Email [kelly.ingold@ks.gov](mailto:kelly.ingold@ks.gov) and then return it to our office.
2. Include: fire department/organization name, contact information and what was defective about the smoke alarm in the return box.



## RECORD AND SUBMIT

### 4) Installation Form Requirements:

- ♦ Access the Installation Form at [GetAlarmedKS.org](http://GetAlarmedKS.org)
- ♦ Be sure to **print** on the form so it is easy to read for data entry purposes.
- ♦ **All** fields on the form are required.
- ♦ **Resident** must complete the top portion of the Installation Form and **sign** the required liability waiver on the form.
- ♦ **Installer** is required to complete **all** fields on the bottom portion of the form.
- ♦ **Keep a copy** for your records.
- ♦ **Submit** completed Installation Form within two weeks of the install to [kelly.ingold@ks.gov](mailto:kelly.ingold@ks.gov).
- ♦ More smoke alarms can be ordered once OSFM has received completed Installation Forms for all previously received smoke alarms from our program.



# SMOKE ALARMS FOR KANSANS WHO ARE DEAF OR HARD OF HEARING

As part of our Get Alarmed KS smoke alarm installation program, we also offer free alarm devices for Kansans who are deaf or hard of hearing (DHH).

## To participate in the program, *residents* must...

- ◆ Answer ***all*** the questions on the DHH Order Form;
- ◆ Be a Kansas resident over the age of four;
- ◆ Not live in an institutional facility; and
- ◆ Have the DHH Order Form signed by an approved certifying healthcare professional listed on the form.

***Submission details are listed on the DHH Order Form, located at [GetAlarmedKS.org](http://GetAlarmedKS.org).***

## ***Devices can be found on page 3 of this Handbook and include:***

- 1) Strobe Smoke Alarm by Gentex
- 2) Bedside Fire Alarm & Clock by Lifetone

## **What happens after the resident submits their DHH Order Form?**

- ◆ When the OSFM receives the DHH Order Form, we will then contact the local fire department, and request their partnership. If the fire department agrees to install the devices, we will arrange to get the devices to the department. The fire department will then schedule the installation with the resident. They will ensure the devices are properly set-up and will educate the resident on how they work.
- ◆ There is an Installation Form that is required to be completed by the installer and the resident that the fire department will need to submit to our office upon completion. This form is also found at [GetAlarmedKS.org](http://GetAlarmedKS.org).

## FREQUENTLY ASKED QUESTIONS



**Q: Our department is interested in participating in Get Alarmed KS. How do I get the smoke alarms?**

**A:** *After you have read the Installation Handbook, go to [GetAlarmedKS.org](http://GetAlarmedKS.org) and scroll down to the, "For Fire Departments," title. Select the, "Order Form for Fire Departments." Complete all fields and follow submission directions.*

**Q: Where do I find the Installation Forms that are required?**

**A:** *You will find the Installation Forms at [GetAlarmedKS.org](http://GetAlarmedKS.org) underneath the, "For Fire Departments," title. Be sure to bring printed Installation Forms to the residence when you schedule the installation so the resident can complete their portion of the form.*

**Q: I would like to hand out your smoke alarms at a booth our department is attending, is this acceptable?**

**A:** *No, any smoke alarms from the Get Alarmed KS program will need to be installed in the home of the resident. See page 4 of this Installation Handbook for our restrictions and guidelines. You may, however, have a sign-up sheet at a booth to schedule installations on a future date though.*

**Q: I have three smoke alarms in my home but only one of them works properly, can I get two more installed?**

**A:** *Yes, OSFM will supply new smoke alarms to participating departments that can replace non-working ones.*

## FREQUENTLY ASKED QUESTIONS



**Q: How many smoke alarms can a fire department request?**

*A: We ask that you start out with a small amount until your department develops a system for the required paperwork. Once the received smoke alarms have been installed and the Installation Forms are received by the OSFM you can request more smoke alarms. This is an ongoing program.*

**Q: Can the fire department request more smoke alarms than needed to have on hand?**

*A: Yes, as long as you are working in your community to see who needs them. If they are not installed within six months we may ask for you to give them to another department who has a need for them.*

**Q: How will the smoke alarms be delivered to our department/organization?**

*A: In order to keep costs down, we will send them with one of our employees to you or send them by mail. Many of us in the office travel around the state, and we will do our best to make sure they get to you in a timely manner. If you will be near our office, you are welcome to pick them up at a scheduled time. Please make those arrangements in advance.*

**Q: I own an apartment complex. Am I eligible to receive smoke alarms for my tenants?**

*A: No, as a rental property owner, under the Kansas Statute 31-162, you must supply and install smoke alarms for your tenants. Our program is only for homeowners. The one exception is for residents who are deaf or hard-of-hearing and require special devices designed to alert them to smoke. These devices respond to the smoke alarms that you are required to have installed in your rental units.*



## ADDITIONAL RESOURCES & INFORMATION

American Burn Association [ameriburn.org/](http://ameriburn.org/)

Burn Institute [burninstitute.org/fire-and-burn-prevention/fire-safe-kids](http://burninstitute.org/fire-and-burn-prevention/fire-safe-kids)

FEMA [usfa.fema.gov/prevention/](http://usfa.fema.gov/prevention/)

Kidde [kidde.com/SafetyMadeSimple/Pages/FireFYIHome.aspx](http://kidde.com/SafetyMadeSimple/Pages/FireFYIHome.aspx)

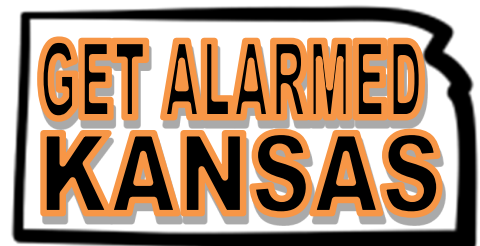
Life Safe [live-safe.org/tips/](http://live-safe.org/tips/)

NFPA, Smoke Alarms [nfpa.org/research/reports-and-statistics/fire-safety-equipment/smoke-alarms-in-us-home-fires](http://nfpa.org/research/reports-and-statistics/fire-safety-equipment/smoke-alarms-in-us-home-fires)

NFPA, Smoke Alarm Installation Guide [nfpa.org/-/media/Files/Public-Education/By-topic/Smoke-alarms/Smoke-Alarm-Installation-Guide.ashx](http://nfpa.org/-/media/Files/Public-Education/By-topic/Smoke-alarms/Smoke-Alarm-Installation-Guide.ashx)

Safe Kids [safekids.org/fire](http://safekids.org/fire)

Vision 20/20, Materials Generator [strategicfire.org/education-outreach/materials-generator/](http://strategicfire.org/education-outreach/materials-generator/)





**THANK YOU TO OUR SUPPORTING PARTNERS!**

# **Thank you**

**Participating Kansas  
Fire Departments,  
Organizations  
And...**

